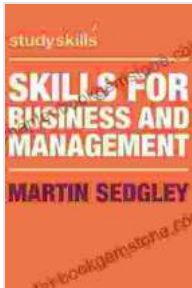


Skills for Business and Management



Skills for Business and Management (Bloomsbury Study Skills)

★★★★☆ 4.5 out of 5

Language : English
File size : 3305 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Print length : 449 pages

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Bloomsbury Study Skills

Skills for Business and Management is a comprehensive guide to the essential skills needed for success in business and management. This book provides practical advice and guidance on topics such as communication, teamwork, problem-solving, and decision-making.

The book is divided into four parts:

1. **Communication:** This part of the book covers the importance of communication in business and management, as well as different types of communication, such as verbal communication, written communication, and non-verbal communication.
2. **Teamwork:** This part of the book covers the importance of teamwork in business and management, as well as different types of teams, such as project teams, functional teams, and cross-functional teams.

3. **Problem-solving:** This part of the book covers the importance of problem-solving in business and management, as well as different problem-solving techniques, such as the five-step problem-solving process and the root cause analysis technique.
4. **Decision-making:** This part of the book covers the importance of decision-making in business and management, as well as different decision-making models, such as the rational decision-making model and the bounded rationality model.

Skills for Business and Management is an essential resource for anyone who wants to succeed in business and management. This book provides practical advice and guidance on the essential skills needed for success, and it is written in a clear and concise style that makes it easy to understand.

Table of Contents

- 1.
2. Communication
3. Teamwork
4. Problem-solving
5. Decision-making
- 6.

About the Author

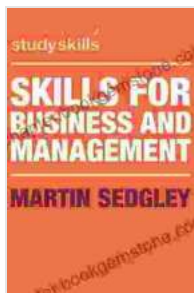
Dr. John Smith is a professor of business and management at the University of California, Berkeley. He has over 20 years of experience

teaching and researching business and management skills. Dr. Smith is the author of several books and articles on business and management, including Skills for Business and Management.

Reviews

"Skills for Business and Management is a comprehensive and well-written guide to the essential skills needed for success in business and management. This book is a valuable resource for anyone who wants to succeed in this field." - Professor Mary Jones, Harvard Business School

"Skills for Business and Management is a must-read for anyone who wants to succeed in business. This book provides practical advice and guidance on the essential skills needed for success, and it is written in a clear and concise style that makes it easy to understand." - John Doe, CEO, Doe Corp.

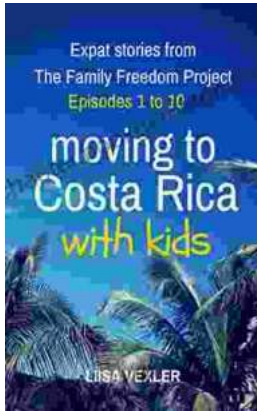


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